SHELTON STATE
COMMUNITY COLLEGE

POSITION: Campus Security Officer

POSITION AVAILABLE: October 2019

REQUIRED QUALIFICATIONS:
- High school diploma or GED
- Experience in performing security related duties
- Physical ability to walk and/or stand for extended periods of time both indoors and outdoors under varying work and climatic conditions
- Good physical condition and have the strength to manage physical violence
- Ability to work on all campuses/instructional sites and on all shifts, as assigned by the College
- Valid driver's license
- Effective written and oral communication skills

PREFERRED QUALIFICATIONS:
- Background in law enforcement

SALARY SCHEDULE PLACEMENT: Range of $26,129- $40,986, based upon the Alabama Community College System and Shelton State Community Salary Schedule E5-6 to be determined by the applicant's education and years of applicable experience. Applicant acknowledges that if selected for the position that applicant's placement on the applicable salary schedule will be dependent upon the verified information provided by the applicant in accordance with the applicable work experience verification requirements stated herein.

DUTIES AND RESPONSIBILITIES
- Patrols the campus on foot and assigned motor vehicles to ensure personal, building, and equipment security
- Takes necessary action in an emergency to summon various types of emergency first responders, direct students and employees to designated storm safety areas, assist in campus evacuations and lock-downs, and assist police officers, firefighters, and other first responders as needed
- Provides faculty, staff, students, and visitors with information and directions
- Informs violators of policy infractions such as; loitering, smoking in non-smoking areas, carrying forbidden articles, parking violations, and violations of the student code of conduct and the employee handbook
- Observes, reports, and, if necessary, confronts persons engaging in suspicious or criminal acts and reports to authorities if necessary
- Observes departing personnel to guard against theft of College property
- Completes appropriate security, accident or incident reports, maintains security records and performs preliminary investigations of any security related incidents on campus
- Regulates vehicle registration, pedestrian traffic, and issues parking tickets and warnings
- Ensures compliance with relevant state laws and College policies and procedures
- Locks/unlocks buildings and sets/resets alarms as required
- Monitors security equipment, campus access, and fire alarms
- Provides security and assistance with traffic management and visitors at special events

- Assists with emergency services (i.e., dead batteries, locked vehicles, flat tires, etc.)
- Communicates in courteous manner with supervisor, faculty, staff and students
- Demonstrates ethical behavior, loyalty, honesty and integrity, both on and off campus
- Assists with rollover telephone coverage after the switchboard closes as needed

APPLICATION PROCEDURES: Shelton State Community College employment announcements and applications are available at sheltonstate.edu or by contacting the Office of Human Resources at 205.391.2272 or hr@sheltonstate.edu. The submission of a complete packet by the deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. No copies will be given of the application information submitted. Applicants must meet eligibility requirements to work in the U.S. at the time of appointment and must travel at their own expense for all in-person interviews.

APPLICATION REQUIREMENTS: A completed application packet consists of the following:
- ✓ A cover letter of application specifically detailing and relating the applicant's education, and experience to the qualifications, duties, and responsibilities of the position.
- ✓ A hand signed Shelton State Community College employment application. Failure to hand sign the employment application will remove the applicant from consideration.
- ✓ A current resume.
- ✓ A copy of high school diploma, high school transcript, or GED certificate
- ✓ A copy of valid driver's license

Application materials must be mailed, emailed, or hand delivered to the following:

Office of Human Resources
Room 3605
Shelton State Community College
9500 Old Greensboro Road
Box 238
Tuscaloosa, AL 35405
hr@sheltonstate.edu

No faxed applications will be accepted. If you have questions, please call 205.391.2272.

APPLICATION DEADLINE: The deadline for submitting all application materials to the Office of Human Resources is **September 16, 2019 at 5:00 p.m.** Absent special circumstances, incomplete or late application packets will eliminate the possibility of an interview.

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IMPORTANT – PLEASE READ CAREFULLY
WORK EXPERIENCE VERIFICATION:

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Meeting Minimum Requirements: For all positions on Salary Schedules B, C, D, and E, any applicant selected for an initial interview must provide written verification(s) of work experience demonstrating that the applicant meets the minimum work experience requirement for the position. **This information is not required prior to the application deadline but must be produced by the date of the initial interview. Noncompliance will preclude the applicant from being considered for a final interview.**

Verifications must be in the form of employment verification letters and must include employment dates and job title, be on official letterhead, and contain an authorized personnel signature. If an employment verification cannot be obtained due to a legitimate reason, for purposes of meeting minimum requirements an applicant may submit

copies of other trustworthy documentation such as appointment letters, contracts, pay stubs, or W-2 forms documenting the term of employment. Work experience verification from current employer may, upon request, be delayed until an official offer of employment. <u>Applicant must make this request in the form of a statement on a separate document.</u>

Salary Calculation: For all positions on all Salary Schedules, the applicant that is <u>selected for the position</u> must provide written verification(s) of all work experience in public education in Alabama and all other work experience that directly relates to the requirements of the position, if such experience is to be considered in determining initial Salary Schedule placement. Verifications should be in a format that details complete employment dates, job titles, and job duties. Such verifications generally must be on official letterhead and contain an employer's authorized signature. Other forms of verification that may be considered include appointment letters and contracts; however, pay stubs, or W-2 forms may be insufficient for salary calculation purposes. Any offer of employment at a salary step greater than zero (0) is contingent upon production of this documentation within fifteen (15) days of the offer.

EEOC, E-VERIFY, BACKGROUND CHECK STATEMENTS:

Shelton State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Shelton State Community College will make reasonable accommodations for qualified disabled applicants or employees.

Shelton State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

Any offer of employment is contingent upon a satisfactory criminal background investigation. The applicant may be responsible for the cost of the criminal background investigation.

This employer participates in E-Verify.